

**KM-1820
FS-1118MFP**

Network Scanner Setup Guide



The KM-1820 model is applicable to USA, Canada, and the Asia Pacific region.

The FS-1118MFP model is applicable to Europe and Australasia.

Introduction

About this Guide

This guide contains instructions on the initial setup of the scanner functions and the basic procedures for using this machine as a network scanner.

Trademark Information

- Microsoft, Windows, Windows NT and Internet Explorer are registered trademarks of Microsoft Corporation of America and other countries.
- Windows Me, Windows Server and Windows XP are trademarks of Microsoft Corporation.
- Ethernet is a registered trademark of Xerox Corporation.
- IBM and IBM PC/AT are trademarks of International Business Machines Corporation of America.
- Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated.

All other company and product names contained in this guide are trademarks or registered trademarks of their respective companies. The designations TM and ® will not be used in this guide.

Legal Restrictions on Scanning

IMPORTANT: Scanning legally copyrighted materials, such as documents, musical scores, pictures, woodblock prints, maps, drawings and photographs, for any intent other than your own personal or home use, or other such purpose, is prohibited under the copyright law without prior permission from the legal copyright owner.

Scanning the following items may result in legal penalty:

Bank notes, coins, government-issue securities, national bonds, local bonds, foreign currencies and securities, unused postage stamps, government post cards, government stamps, and securities regulated by the liquor tax law.

Other items that you should not scan:

It is additionally recommended that you do not attempt to scan government-issue passports, licenses, permits, ID cards, securities, commuter tickets, passes, books of tickets and meal coupons issued by public or private organizations.

Getting connected

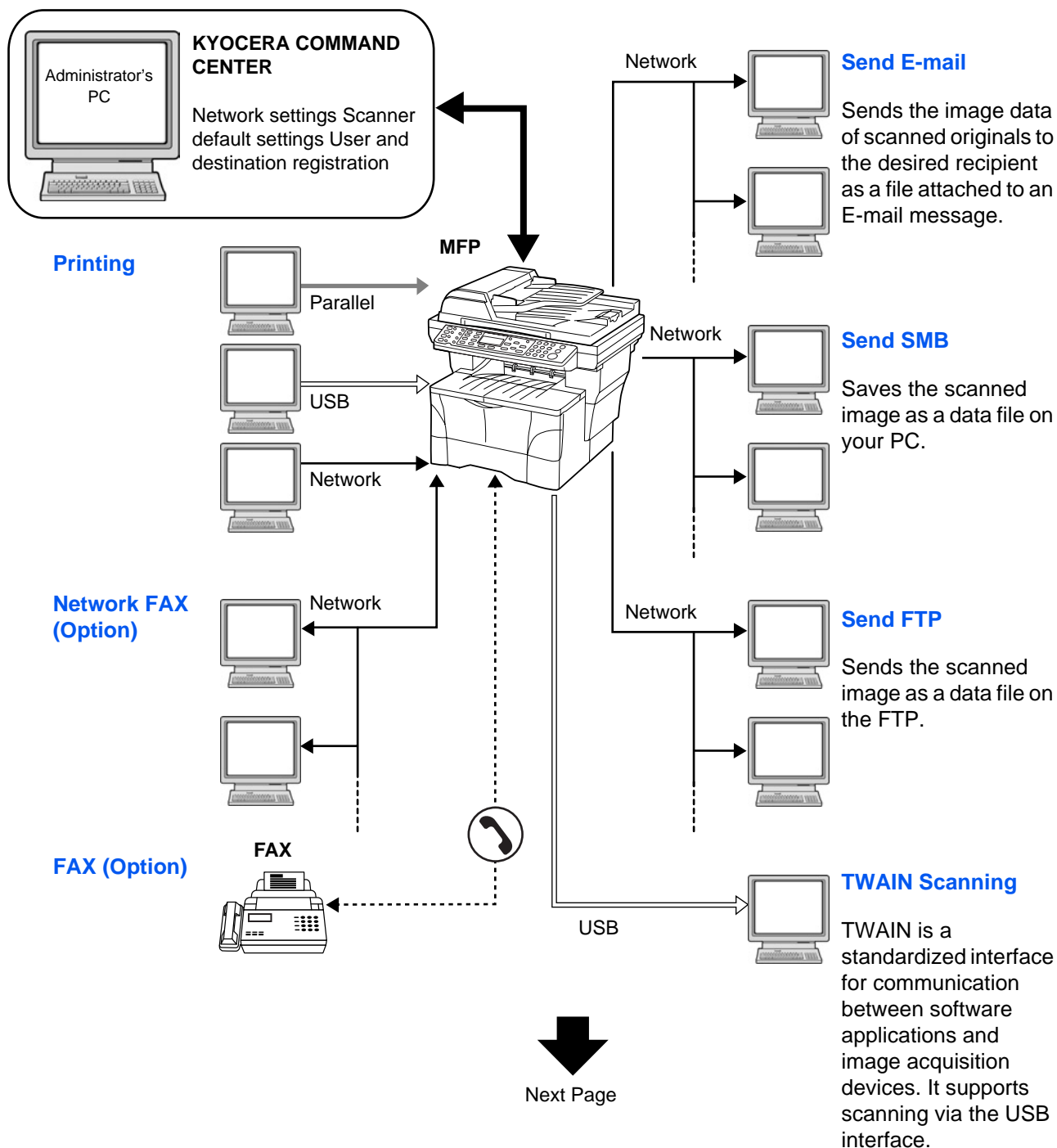
The following procedures are required in order to use this machine as a scanner.

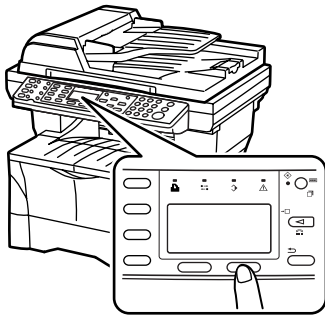
Connect the machine to your PC (Example Connection)

1

Connecting the scanner to your PC network with a network cable (100BASE-TX or 10BASE-T)

Page 1



Perform the required operation at the machine**2****Date and Time settings**

(register the time zone, date and time, etc.)

Page 3**Network settings**

(register the IP address, subnet mask, etc.)

Page 5**Perform the required operation at the PC****3****Accessing COMMAND CENTER
(Internal HTML web page)****Page 7**

- Advanced TCP/IP Setting
- E-mail Setting
- Enabling SMB Function
- Enabling FTP Function
- Registering the Address Book
- Registering User Login

Page 7
Page 8
Page 11
Page 12
Page 13
Page 17

**You're now ready to scan!**

Contents

	Introduction	i
	About this Guide	i
	Trademark Information	i
	Legal Restrictions on Scanning	i
	Getting connected	ii
1	Preparations	1
	Connecting the Cables	1
	Connecting the Network Cable	1
	Connecting the Parallel or USB Cable	1
	Connecting the Power Cord	2
	Turning the Machine On	2
2	Setup	3
	Date and Time Settings	3
	Setting the Time Zone	3
	Summer Time Setting	3
	Setting the Current Date and Time	4
	Network Settings	5
	Registering the IP Address	5
	Registering the Subnet Mask	6
	Registering the Default Gateway	6
	Accessing COMMAND CENTER	7
	Advanced TCP/IP Setting	7
	Advanced > Protocols > TCP/IP > General page	7
	E-mail Setting	8
	Advanced > E-mail > SMTP > General page	9
	Enabling SMB Function	11
	Scanner > SMB page	11
	Enabling FTP Function	12
	Scanner > FTP page	12
	Registering the Address Book	13
	Basic > Address Book page	13
	Registering External Address Book	16
	Advanced > Management > LDAP page	16
	Registering User Login	17
	Basic > Security > User Login page	17
	Adding a New User Login	18
	Editing the User Login	18
	Deleting the User Login	18
	Entering User Login	19
3	Operation	21
	Basic Scanning Procedure	21
	Function Defaults	24

1 Preparations

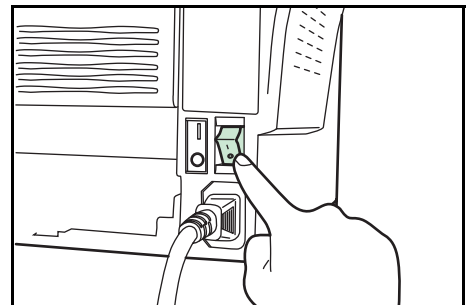
Connecting the Cables

The machine can be connected to a network or directly to a PC.

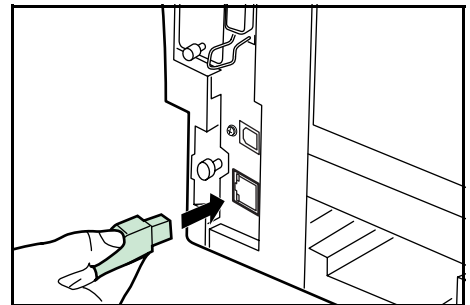
Connecting the Network Cable

When connecting the machine to the network, use the appropriate network cable (10BASE-T or 100BASE-TX).

- 1 Ensure the machine is off, and remove the power cord from the outlet.



- 2 Connect the network cable to the network interface connector at the rear of the machine.



- 3 Connect the other end of the network cable to your network device.
- 4 Change the appropriate network settings on the operation panel - refer to *Network Settings* on page 5.

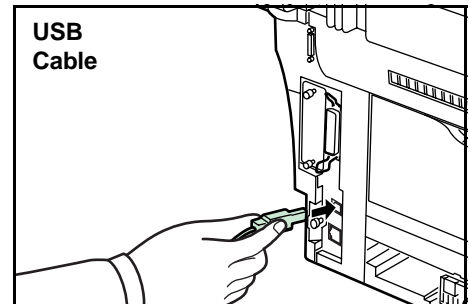
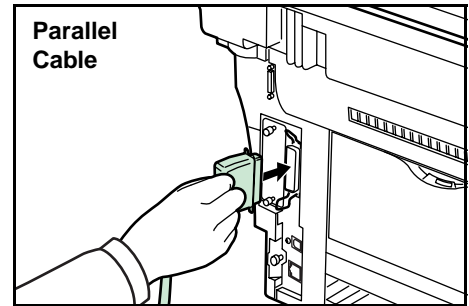
Connecting the Parallel or USB Cable

Before connecting via the USB interface, install the necessary drivers from the included Product Library CD.

To connect the machine directly to your PC, use either a parallel cable or USB cable.

- 1 Turn the machine off, remove the power cord from the outlet and turn the PC off.

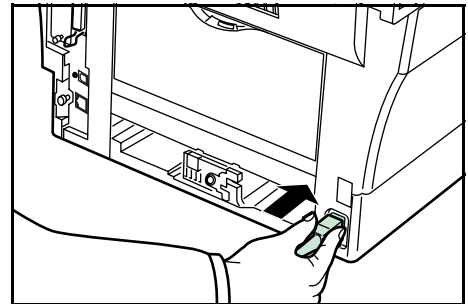
- 2** Connect the printer cable to the appropriate connector located at the rear of the machine.



- 3** Connect the other end of the printer cable to the appropriate connector on your PC.

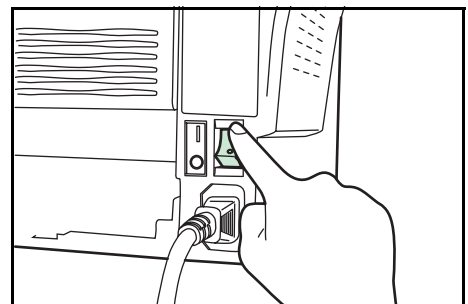
Connecting the Power Cord

Connect the power cord to the rear of the machine. Connect the other end to a suitable power outlet.



Turning the Machine On

Turn the power switch on. The machine will begin to warm up after which the basic screen is displayed.



2 Setup

Date and Time Settings

Setting the Time Zone

You can also make this setting using the COMMAND CENTER. For details on COMMAND CENTER, refer to *Accessing COMMAND CENTER on page 7*.

System Menu/ Counter
▲ or ▼
<i>Date/Timer Set</i> Enter
▲ or ▼
<i>Time Zone</i> Enter

- 1** Access *Time Zone*.
- 2** Press **▲** or **▼** to select the time zone that you are in.
- 3** Press **Enter**. The message display shows *Completed* and returns to the *Date/Timer Set* screen.
- 4** Enable Summer Time if needed - refer to *Summer Time Setting on page 3*.

Summer Time Setting

Follow these instructions to turn the summer (daylight saving) time setting on and off.

NOTE: This setting is valid only in areas where summer time is observed.

- 1** Press **▲** or **▼** to select *Summer Time*.
- 2** Press **Enter**.
- 3** Press **▲** or **▼** to select either *On* or *Off*.
- 4** Press **Enter**. The message display shows *Completed* and returns to the *Date/Timer Set* screen.
- 5** Enter the Date and Time - refer to *Setting the Current Date and Time on page 4*.

Setting the Current Date and Time

You can also make this setting using COMMAND CENTER.

NOTE: Periodically check the time that is shown in the message display and adjust as necessary to match the current time.

- 1** Press ▲ or ▼ to select *Year/Time*.
- 2** Press **Enter**. The date setting screen (year:month:day) is displayed.
- 3** To set the date, for each field press ▲ or ▼ as many times as necessary to display the correct value, then press ► to move to the next field.
- 4** When the date is correct, press **Enter**. The time setting screen (hour:minute:second) is displayed.
- 5** To set the time, for each field press ▲ or ▼ as many times as necessary to display the correct value then press ► to move to the next field.
- 6** Press **Enter**. The message display shows *Completed* and returns to the *Date/Timer Set.* screen.
- 7** Press **right Select**. The message display returns to the basic screen.

Network Settings

Registering the IP Address

Check the IP address with your network administrator before changing this setting. You can enter an IP address only when the DHCP setting is **Off** and the TCP/IP setting is **On**. Any changes made to the network settings will only become effective after you turn the machine off and then back on again.

System Menu/ Counter
▲ or ▼
<i>System Setting</i> Enter
▲ or ▼
<i>Network Setting</i> Enter
▲ or ▼
<i>TCP/IP Setting</i> Enter
▲ or ▼
<i>DHCP</i> Enter
▲ or ▼
<i>Off</i> Enter
▲ or ▼
<i>IP Address</i> Enter

- 1** Access *IP Address*.
- 2** Use the numeric keys to enter each segment of the IP address in turn, pressing **▶** or **[*.]** to move between segments.

If you make an error in entering a portion of the IP address, press **◀** to return to the previous block of digits and re-enter the correct number.
- 3** Press **Enter** on completion.
- 4** Register the Subnet Mask - refer to *Registering the Subnet Mask* on page 6.

Registering the Subnet Mask

- 1** Press ▲ or ▼ to select *Subnet Mask*.
- 2** Press **Enter**.
- 3** Use the numeric keys to enter each segment of the Subnet Mask in turn, pressing ► or [*.] to move between segments.

If you make an error in entering a portion of the Subnet Mask, press ◀ to return to the previous block of digits and re-enter the correct number.
- 4** Press **Enter** on completion.
- 5** Register the Default Gateway - refer to *Registering the Default Gateway on page 6*.

Registering the Default Gateway

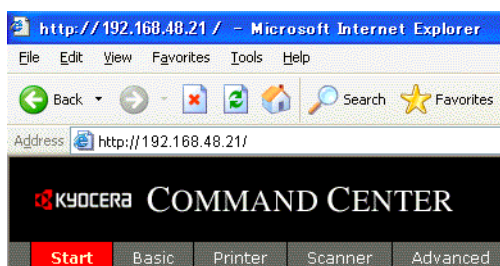
- 1** Press ▲ or ▼ to select *Default Gateway*.
- 2** Press **Enter**.
- 3** Use the numeric keys to enter each segment of the Default Gateway in turn, pressing ► or [*.] to move between segments.

If you make an error in entering a portion of the Default Gateway, press ◀ to return to the previous block of digits and re-enter the correct number.
- 4** Press **Enter** on completion.
- 5** When you have changed all the network settings, press **right Select**. The message display returns to the basic screen.

Accessing COMMAND CENTER

COMMAND CENTER refers to the machine's integrated web-based interface. This enables you to verify the operating status of the machine and change settings related to security, network printing, e-mail transmission and advanced networking.

- 1 Open the web browser.
- 2 In the Address or Location bar, enter the machine's IP address as the URL, e.g. *http://192.168.48.21/*. The web page displays basic information about the machine and COMMAND CENTER as well as the current status of the machine.



- 3 Select a category from the navigation bar on the left to view and set values for that particular category.
- 4 If administrator privileges have been enabled on the COMMAND CENTER, remember to enter the correct user name and password when trying to access the relevant screens.

Advanced TCP/IP Setting

Advanced > Protocols > TCP/IP > General page

This page allows you to edit the settings that are required for network printing and sending e-mail. Restart the machine to register any changed settings.

KYOCERA COMMAND CENTER FS-1118MFP Status: OK

Start Basic Printer Scanner FAX Jobs **Advanced**

Advanced > Protocols: TCP/IP: General

TCP/IP General

General | IP Filters | Logical Printers

General Settings

Host Name: KMSD1CFD	DNS Server (Primary): 192.168.48.248
IP Address: 192.168.48.21	DNS Server (Secondary): 192.168.48.252
Subnet Mask: 255.255.255.0	Domain Name: abcdnet.com
Default Gateway: 192.168.48.254	WINS Server (Primary): 192.168.48.248
DHCP/BOOTP: <input checked="" type="radio"/> On <input type="radio"/> Off	WINS Server (Secondary): 192.168.48.252
RARP: <input checked="" type="radio"/> On <input type="radio"/> Off	Scope ID:
	FTP Status Check: <input type="radio"/> On <input checked="" type="radio"/> Off

Submit Cancel

The table below lists the settings displayed on the TCP/IP General Settings page.

Item	Description
Host Name	Specifies a name for the machine system network component. This name is also used as the NetBEUI Printer Name and the SNMP sysName object.
IP Address	Assigns the Internet Protocol address on the machine system network component. The format of the IP Address is four-byte (32-bit) numbers separated by dots, e.g. <i>192.168.48.21</i> .
Subnet Mask	Specifies the subnet mask configured on the machine system network component. If the machine system does not automatically assign a usable default value and the first number in the IP address is from 192 to 254, then use 255.255.255.0 as the subnet mask.
Default Gateway	The IP address of the gateway router for the local network.
DHCP/BOOTP	Identifies how the machine obtains its IP configuration: DHCP/BOOTP: automatic configuration via a BOOTP server or a DHCP server.
RARP	Automatic configuration using the Reverse Address Resolution Protocol.
DNS Server (Primary, Secondary)	The IP address of the primary and secondary Domain Name System (DNS) servers.
Domain Name	The Domain Name System (DNS) to which the machine system belongs, such as <i>abcdnet.com</i> . It should not include the host machine name.
WINS Server (Primary, Secondary)	The IP address of the primary and secondary Windows Internet Name Service (WINS) servers.
Scope ID	This section determines the scope of IP addresses that a Windows server can grant or lease to any requesting network component. A DHCP server processes the machine system's discovery broadcasts and returns an IP address to it. The DHCP server may be set up to grant an IP address for a limited time (a temporary lease) or for an unlimited time (an unlimited lease), or it may be configured with a permanent address reservation for the machine system.
FTP Status Check	Enables or disables the FTP Status Check.

E-mail Setting

The following procedure explains the method for attaching scanned data to an e-mail for transmission.

Scan to e-mail works within the following environments:

- It must have a network environment in which this machine can connect to a mail server. It is recommended that the machine be used in an environment in which it can connect to the mail server at any time over a LAN.
- The SMTP settings must be completed. Use COMMAND CENTER to register the IP address and the host name of the SMTP server.
- There may be times when transmission is not possible due to the size of each e-mail item.

[Advanced](#) > [E-mail](#) > [SMTP](#) > [General page](#)

The scanner system network component offers e-mail functionality. SMTP is an embedded protocol to support this function. To use the e-mail function, the scanner system should be connected to an e-mail server using the POP3 protocol.

Start

Basic

Printer

Scanner

FAX

Jobs

Advanced

Advanced > E-mail: SMTP: General

SMTP

General | E-mail Recipient 1 | E-mail Recipient 2 | E-mail Recipient 3

SMTP Protocol Settings

SMTP Protocol:

☒ On ☐ Off

SMTP Port Number:

25

SMTP Server Name:

192.168.11.34

SMTP Server Timeout:

10

seconds

Authentication Protocol:

☐ On ☐ POP before SMTP ☒ Off

Authenticate as:

☒ POP3 Account 1

☐ POP3 Account 2

☐ POP3 Account 3

☐ Other

Login User Name:

Login Password:

POP before SMTP Timeout:

0

seconds

Test

E-mail Settings

E-mail Size Limit:

0

KB

Sender Address:

FS1118@abcd.net

Signature:

////////////////////////////////////

%printer [%serial]

HostName : %host

IP Addr : %ip

////////////////////////////////////

Domain Restriction Settings

Domain Restriction:

☒ Off ☐ Reject ☐ Permit

Domain Name

1

The table below lists the settings displayed on the SMTP Protocol Settings page.

Item	Description
SMTP Protocol	Enables or disables SMTP protocol. To use e-mail, this protocol must be enabled.
SMTP Port Number	Set the SMTP Port Number or use the SMTP default port 25.
SMTP Server Name	Enter the SMTP server name or its IP address. The maximum length of the SMTP server name and IP address is 62 characters. If entering the name, a DNS server address must also be configured. The DNS server address may be entered on the TCP/IP General tab.
SMTP Server Timeout	Enter the default time out for the server in seconds.
Authentication Protocol	Enables or disables the SMTP authentication protocol or sets POP before SMTP as the protocol. The SMTP authentication supports Microsoft Exchange 2000.
Authenticate as	Authentication can be set from three POP3 accounts or you can choose a different account.
Login Account Name	When Other is selected for Authenticate, the account name set here will be used for SMTP authentication. The maximum length of the login account name is 62 characters.
Login Password	When Other is selected for Authenticate, the password set here will be used for authentication. The maximum length of the login password is 62 characters.
POP before SMTP Timeout	Enter the timeout (in seconds) if you chose POP before SMTP as the Authentication Protocol.
Test	This will test if the SMTP connection can be successfully established.
E-mail Size Limit	Enter the maximum size of e-mail that can be sent in kilobytes. When the value is 0, the limitation for e-mail size is disabled.
Sender Address	Enter the e-mail address of the person responsible for the scanner system, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 126 characters.
Signature	Enter the signature. The signature is free form text that will appear at the end of the e-mail body. It is often used for further identification of the machine. The maximum length of the signature is 126 characters.
Domain Restrictions	Enter the domain names that can be permitted or rejected. The maximum length of the domain name is 30 characters. You can also specify e-mail addresses.

Enabling SMB Function

The SMB function enables scanned images to be stored as individual files in a folder on your PC.

The SMB parameters can be set through the COMMAND CENTER.

The following information about each server needs to be registered on this machine.

- Login user name (using operation panel)
- Password (using operation panel)
- Host name or IP address of the PC
- Port number
- Path (path from the home directory of the PC to the folder for storage)
- Shares the destination's PC folder

Login username and Login password are identical to the Windows User login on the PC from which the accessed folder is stored. User access rights for the machine to the necessary folder should be registered within Windows on that PC.

Scanner > SMB page

KYOCERA COMMAND CENTER FS-1118MFP Status: OK

Start Basic Printer **Scanner** FAX Jobs Advanced

▼ Scanner
Defaults
FTP
SMB
E-mail

SMB

SMB Protocol Settings

SMB Protocol: ☒ On ☐ Off

SMB Port Number:

Submit Cancel

The table below lists the settings displayed on the scanner SMB page.

Item	Description
SMB Protocol	Switches the SMB Protocol on or off.
SMB Port Number	You can enter the port number to be used by SMB.

Enabling FTP Function

The FTP transmission function converts the data of originals scanned on this machine to the PDF, TIFF, or JPEG format and uploads it directly to an FTP server.

The FTP parameters can be set through the COMMAND CENTER.

The following information is required about each server in order to register them on this machine. If you are unsure about this information, seek help from the server administrator.

- Login user name (using operation panel)
- Password (using operation panel)
- Host name or IP address of FTP server
- Port number (normally 21)
- Path (path from the home directory of the FTP server to the folder for storage)
- Shares the FTP server

Login username and Login password are identical to the FTP User login. The FTP user account for the machine needs to be installed and administrated at the FTP server.

Scanner > FTP page

The screenshot shows the KYOCERA COMMAND CENTER interface. At the top, there's a header with the KYOCERA logo and 'COMMAND CENTER'. On the right, a box indicates 'FS-1118MFP Status: OK'. Below the header is a navigation bar with tabs: Start, Basic, Printer, **Scanner**, FAX, Jobs, and Advanced. The 'Scanner' tab is active. On the left, a sidebar lists options: Scanner (expanded), Defaults, **FTP** (highlighted), SMB, and E-mail. The main content area is titled 'FTP' and contains 'FTP Settings'. It features a toggle for 'FTP' with 'On' selected and 'Off' unselected. Below this is a text input field for 'FTP Port Number' with the value '21'. At the bottom of the settings area are 'Submit' and 'Cancel' buttons.

The table below lists the settings displayed on the scanner FTP page.

Item	Description
FTP	Switches FTP on or off.
FTP Port Number	You can enter the port number to be used by FTP.

Registering the Address Book

This machine has an address book function. When an e-mail address, the path to a PC folder (SMB), FTP server's path, and FAX number are registered in the address book, it can transmit directly from the operation panel.

Basic > Address Book page

The Address Book page allows you to add, edit or delete Contacts or Groups.

The screenshot displays the KYOCERA COMMAND CENTER web interface. The top navigation bar includes tabs for Start, Basic, Printer, Scanner, FAX, Jobs, and Advanced. The 'Basic' tab is selected and highlighted with a red box. On the left sidebar, the 'Address Book' option is also highlighted with a red box. The main content area is titled 'Address Book Contacts' and shows a 'Contact Summary' with 'Number of Contacts: 1'. Below this is an 'Address List' table with columns for 'Number' and 'Name'. The 'Add Contact' link is circled in red. The table contains one entry with '1' in the 'Number' column and a blue link in the 'Name' column.

Number	Name
1	[Link]

Adding a New Contact

- 1 Open the **Address Book Contacts** page.
- 2 Click **Add Contact** and enter the information for the contact. You can specify a fax number even if the FAX System is not installed.
- 3 Click **Submit**.

KYOCERA COMMAND CENTER **FS-1118MFP**
Status: OK

Start **Basic** Printer Scanner FAX Jobs Advanced

Basic > Address Book: Contacts: Add

Address Book Contacts - Add

Contacts | Groups

Contact Information

Number: 2
Name: AAA

E-mail

E-mail Address: h_pttr@owl-net.net

SMB

Host Name: PC1118
Note: To Specify a port, add the port number following the IP Address separated by a colon (ex.: 192.168.0.1:23).
Path: \ScannerData

FTP

Host Name: ftp.owl-net.net
Note: To Specify a port, add the port number following the IP Address separated by a colon (ex.: 192.168.0.1:23).
Path: \Sales_01

FAX

FAX Number: 012-345-6789
Transmit Start Speed: 33600bps
ECM: ☒ On ☐ Off
Sub Address:
Password:
Encryption Key No.: None
Encryption Box: ☐ On ☒ Off
Encryption Box No.: 0000

[Back to the previous page.](#)

Submit Cancel

The table below lists the settings displayed on the Address Book Contacts Add page.

Item	Description
Number	Select the number of this address book.
Name	Enter the registration name.
E-Mail Address	Enter the e-mail address.
Host Name	Enter the PC (FTP server) name or IP address of PC (FTP server).
Path	Enter the path of the required folder for uploading data. For example, to store data in the <i>ScannerData</i> folder in the home directory, enter <i>\ScannerData</i> . If nothing is entered, data is stored in the home directory.
FAX Number	Enter the recipient's fax number.
Transmit Start Speed	Selects the initial fax transmission speed.
ECM	Switches the ECM communication on or off.
Sub Address	Enter the subaddress for subaddress confidential communication.
Password	Enter the password for subaddress confidential communication.
Encryption Key No.	Selects the encryption key number to use in the encrypted communication.
Encryption Box	Switches the encryption box on or off to register the fax's encryption box information.
Encryption Box No.	Enter the encryption box number.

Editing a Contact

- 1 Open the **Address Book Contacts** page.
- 2 Click the **Number** or **Name** of the contact.
- 3 Modify the information of the contact.
- 4 Click **Submit**.

Adding a New Group

- 1 Open the **Address Book Groups** page.
- 2 Click **Add Group** and enter the information of the user to be used for the User Login.
- 3 Enter the number and name of the group.
- 4 Click **Submit**.

Editing the Group

- 1 Open the **Address Book Groups** page.
- 2 Click the number or name of the group to be edited.
- 3 Click **Add Members** to add the contacts to the group or click **Delete Members** to delete the contacts from the group. You can only add one SMB or FTP address to a group.
- 4 Click **Submit**.

Registering External Address Book

This machine can refer to an address book on the LDAP server as an external address book and assign a fax number and e-mail address to the destination.

To use the external address book:

- 1 Register an address book on the LDAP server. For details, refer to the Windows help.
- 2 Enable LDAP parameters in COMMAND CENTER.

Advanced > Management > LDAP page

KYOCERA COMMAND CENTER FS-1118MFP
Status: OK

Start Basic Printer Scanner FAX Jobs **Advanced**

LDAP

▼ Advanced

Protocols

TCP/IP

NetWare

IPP

AppleTalk

NetBEUI

E-mail

SMTP

POP3

Management

SNMP

LDAP

Maintenance

LDAP Settings

LDAP: ☒ On ☐ Off

LDAP Server Name: 192.168.110.66

LDAP Port Number: 389

Search Timeout: 60 seconds

Login User Name: ace

Login Password: 0586

Max Search Results: 30

Search Base: \Mydocu

Submit Cancel

The table below lists the settings displayed on the LDAP page.

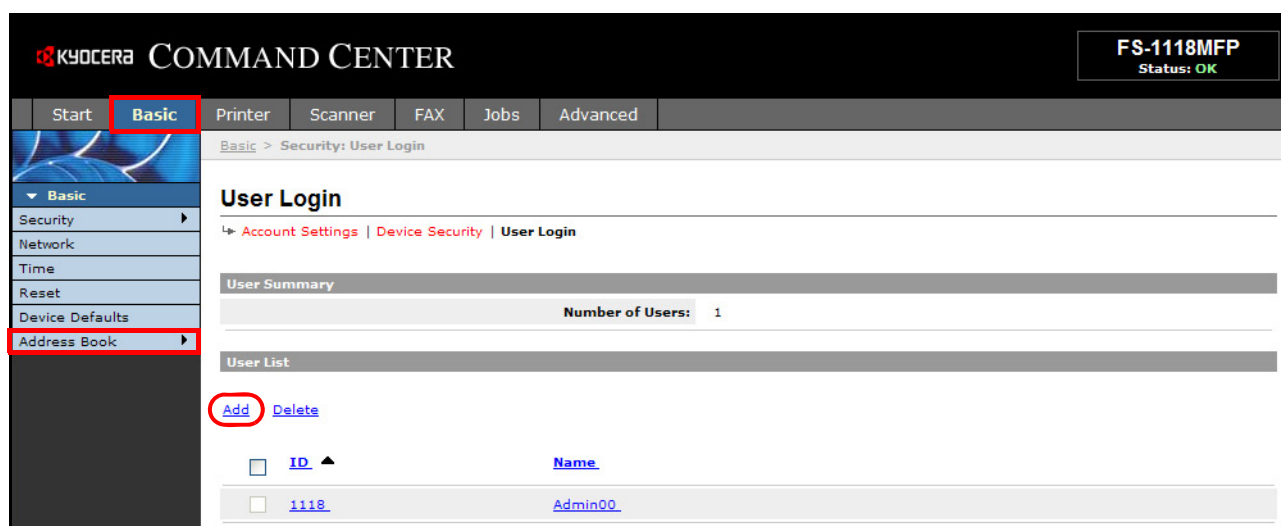
Item	Description
LDAP	Enables or disables access to the LDAP server.
LDAP Server Name	Specifies a name or IP address for the LDAP server.
LDAP Port Number	Specifies a port number for LDAP or use the LDAP default port 389.
Search Timeout	Specifies a period of time for searching the LDAP server.
Login User Name	Specifies the user name to login to the LDAP server.
Login Password	Specifies the password to login to the LDAP server.
Max Search Results	Specifies a maximum number of displayed results which have been searched on the LDAP address book.
Search Base	Specifies a base object which indicates the starting point in the tree structure of the database for the LDAP directory searching.

Registering User Login

If the administrator has enabled the User Login function, you will need to enter your User ID and password in order to use the machine. The factory default User ID and Password is 1118.

Basic > Security > User Login page

This page lets you add, edit or remove User Logins.



Adding a New User Login

- 1 Open the **User Login** page.
- 2 Click **Add** and enter the information of the user needed for the User Login.
- 3 Click **Submit**.

The screenshot shows the KYOCERA COMMAND CENTER web interface. The top navigation bar includes 'Start', 'Basic' (highlighted with a red box), 'Printer', 'Scanner', 'FAX', 'Jobs', and 'Advanced'. The left sidebar lists 'Basic' (expanded), 'Security', 'Network', 'Time', 'Reset', 'Device Defaults', and 'Address Book' (highlighted with a red box). The main content area is titled 'User Login - Add' and contains a form with the following fields:

- ID:** 1188
- Name:** AAA
- Password:** (masked with four dots)
- Confirm Password:** (masked with four dots)
- E-mail Address:** h-pttr@owl-net.net
- Account Name:** Other (dropdown menu)
- Access Level:** ☒ User ☐ Administrator

At the bottom of the form, there is a link: [Back to the previous page.](#)

Editing the User Login

- 1 Open the **User Login** page.
- 2 Click the desired number or name to edit the user and modify their information.
- 3 Click **Submit**.

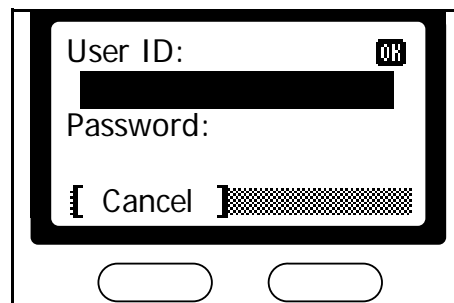
Deleting the User Login

- 1 Open the **User Login** page.
- 2 Check the desired user. If you check **ID**, all users will be checked.
- 3 Click **Delete**.
- 4 Click **Delete**.

Entering User Login

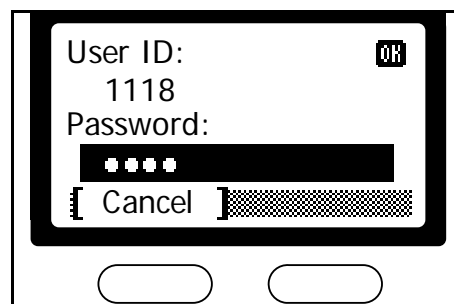
If the message display prompts you to login, follow the instructions below:

- 1 Use the numeric keys to enter the *User ID*.

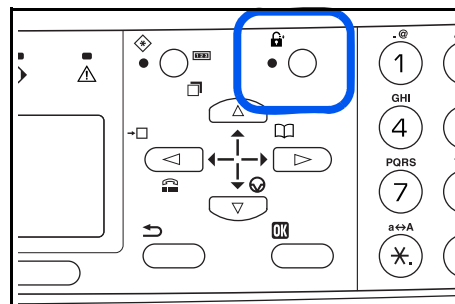


- 2 When the password has been set, press ▼ to select *Password*, use the numeric keys to enter the Password and press **Enter**. The basic screen is displayed.

If the administrator has not set the password, press **Enter**. The basic screen is displayed.



- 3 On completion, press **Log Out**.

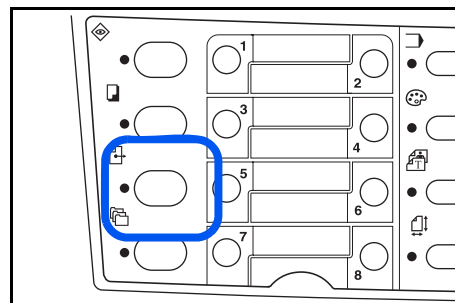


3 Operation

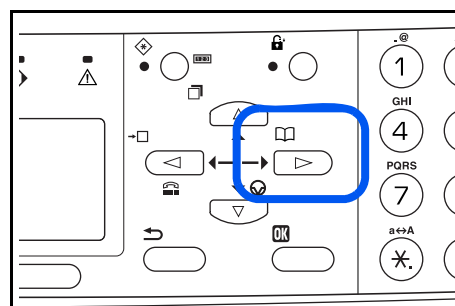
Basic Scanning Procedure

You can scan documents and send them to e-mail addresses or a folder. The folder can be on a PC or FTP server. The recipient's address can be entered from an internal address book, external address book (LDAP) or using a one-touch key.

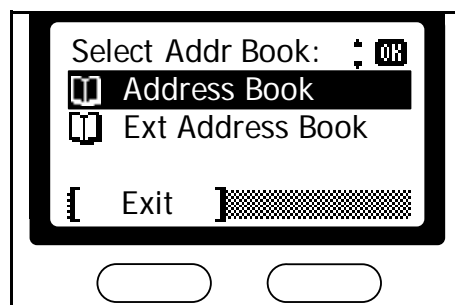
- 1** Press **Send**.



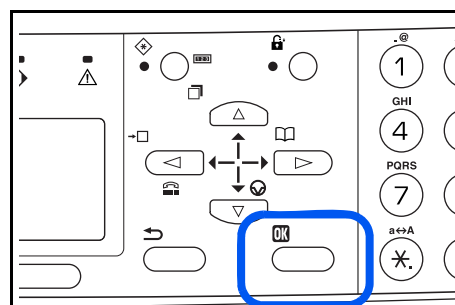
- 2** Press **▶**.



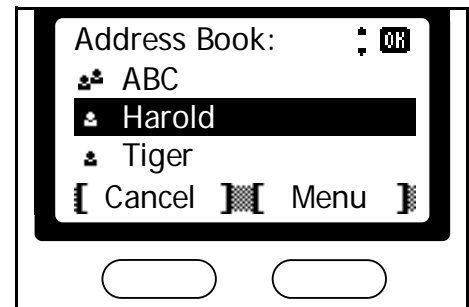
- 3** Press **▲** or **▼** to select *Address Book* or *Ext Address Book*.



- 4** Press **Enter**.



- 5** Press ▲ or ▼ to select a desired name and press **Enter**.



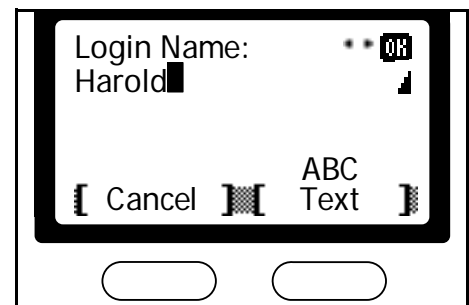
- 6** Press ▲ or ▼ to select the destination and press **Enter**.

When the (SMB or FTP) is selected, the login user name input screen is displayed. When the (E-mail) or (FAX) is selected, the display shows *Completed* and returns to the basic screen. Proceed to step 9.

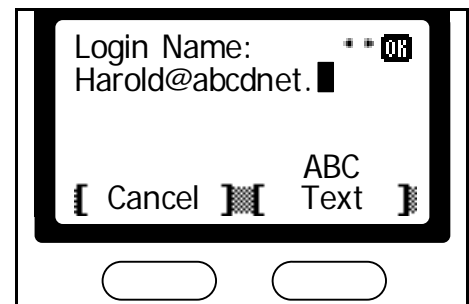


- 7** Enter the login name and press **Enter**.

The login name is identical to the login user name on the destination's PC (FTP server).

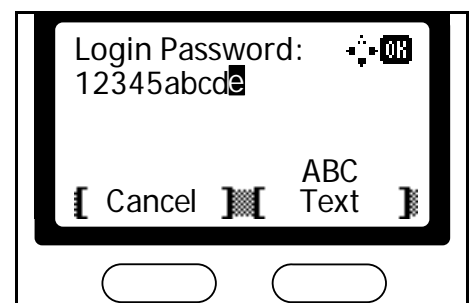


If you also have a domain name, enter it after the login name. If you are not sure of the domain name, contact your network administrator.

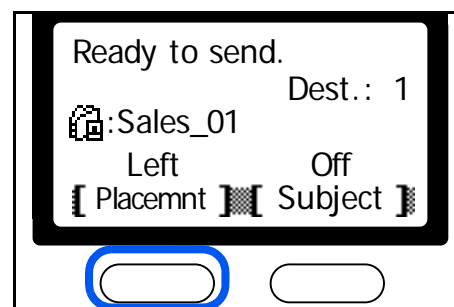


- 8** Enter the login password and press **Enter**. The display shows *Completed* and returns to the basic screen.

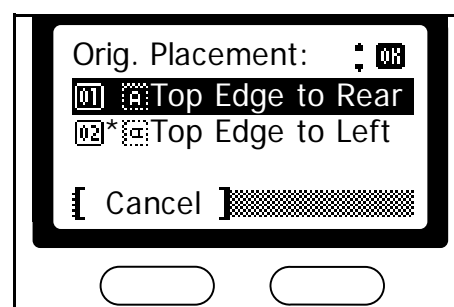
The login password is identical to the login password on the destination's PC (FTP server).



- 9 Press **left Select**.

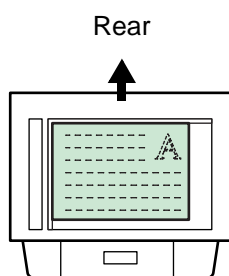


- 10 Press **▲** or **▼** to select the original placement required and press **Enter**. The display shows *Completed* and returns to the basic screen.

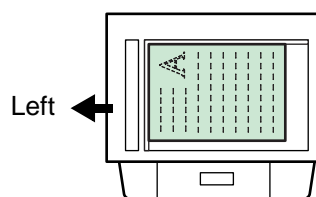


Using the Platen

Top Edge to Rear

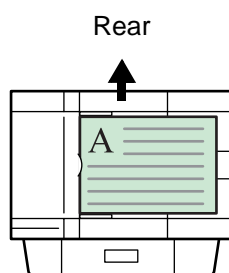


Top Edge to Left

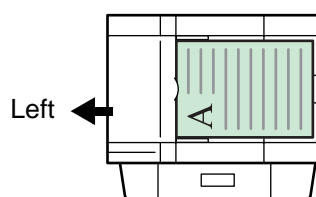


Using the Document Processor

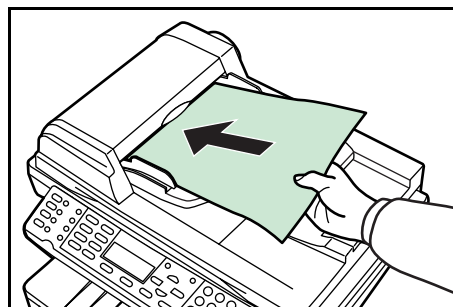
Top Edge to Rear



Top Edge to Left

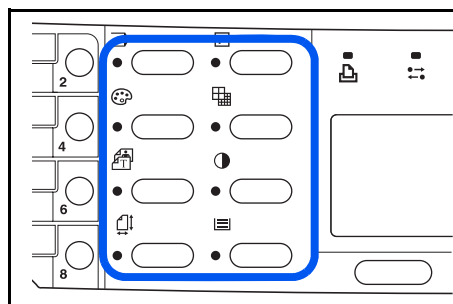


- 11** Place the original document in the document processor or on the platen.

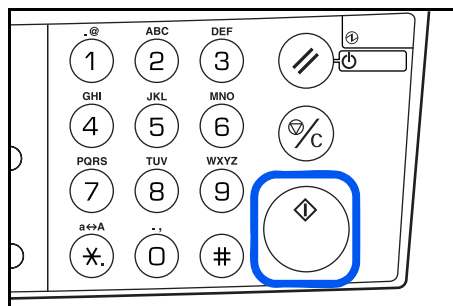


- 12** Program the settings as required to use additional functions.

To change the default value, refer to *Function Defaults* in the table below.



- 13** Press **Start**. The *Scanning* screen is displayed and scanning will begin.



Function Defaults

The following table shows the scanner functions and their available settings. The default values can be changed .

Function	Defaults	Available Settings
Scan Color Select	Monochrome	Full Color, Grayscale, Monochrome
Original Quality	Text + Photo	Text + Photo, Photo, Text, OCR
Scan Resolution	200 x 200 Fine	200 x 100 Normal, 200 x 200 Fine, 200 x 400 Sup Fine, 300 x 300 dpi, 400 x 400 Ult Fine [†] , 600 x 600 dpi [†]
Exposure	Manual (Normal)	Auto, Manual (Seven levels available)
Send Size	A4 or Letter	Letter, Legal, Statement, A4, A5, A6, B5, B6, Folio, OficioII, Others
Zoom	Auto	Auto, 100%
File Format	PDF	PDF, TIFF, JPEG (JPEG compression levels available: 1 to 5)
File Name	Date and Time	Date and Time, Job No.

[†]. To scan in full color or gray scale with 400dpi or 600dpi resolution, expansion of the internal memory is required.

**QUALITY
CERTIFICATE**

This machine has passed
all quality controls and
final inspection.

